



637 N Main St. Suite 1A - Cottonwood, AZ 86326
Phone: 928-649-0077
Fax: 928-202-3731
Email: stepstorecoveryhomes@gmail.com

Application for Connection Room Facility Use – Hourly Rate

STRH Facility Requested _____ Today's Date _____

Event date request _____

Hours: from _____ a.m./p.m. to _____ a.m./p.m. (include set up & tear down time)

Name of Organization/ Business, or Person (Occupant) _____

Email Address _____

Nature of Activities _____ Estimated guests _____

Special Equipment or Requests _____

Responsible Party _____ Telephone _____

Address _____
Street City Zip

Second Contact Person _____ Telephone _____

Will admission be charged? Yes _____ No _____ Amount \$ _____

Applicant Classifications

- Individual / Commercial / For Profit: Any business, organization or individual not holding a non-profit status as established with a tax certificate or renting facility amenities for the purpose of financial or their personal or business gain or benefit.

Facility Fee Schedule

Connection Room:

Price includes tables and seating for 56 guests. Connection Room is available from the hours of 12:00 p.m. to 12 a.m., Monday through Sunday

Hourly Rate \$150.00

plus, a 20% service fee

Insurance Policies

Liability insurance coverage in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage is required by Steps to Recovery Homes. Please attach a copy of your certificate of insurance to this request. **Requests without such proof cannot be approved. Steps to Recovery Homes carries no liability insurance protecting other agencies.**

The following is a link to Progressive insurance <https://www.progressive.com/event-insurance/> (Starts at about \$100.00 and up depending on specifics. Add Steps to Recovery Homes as additional insured)

Payable Fees:

If additional time is needed prior to your event, for set-up, soundcheck, rehearsals, etc., please let us know when your reservation is set. Additional hourly or full day rates will apply.

Key Policy:

Facility door key will be issued to renter 24 hours prior to the event. A refundable deposit in the amount of \$100.00 (one hundred dollars) is required with signed facility contract. If the key is lost or not returned by the agreed timeframe, the key deposit will be automatically forfeited. This policy is strictly enforced.



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If paid by money order to please make payable to: Steps to Recovery Homes

All fees are payable in advance. If Occupant fails to pay any fee or other sum required when due or otherwise fails to comply with or observe any other provision of the contract, **Steps To Recovery Homes may immediately terminate any contract and all rights of the occupant, including any right of the adjustment of amounts paid**, five days prior to scheduled fee payment date.

Please email application request to katie@stepstorecoveryhomes.org or call 928-649-0077 Opt. 4 to set up appointment to view our Connection Room event space.

Signature of Authorized Representative of Person or Entity

Date

S.T.R.H. Staff signing behalf of S.T.R.H.

Date